

November 15, 2019

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Shane Corbin, City Manager  
and Kevin Hogencamp, Deputy City Manager

SUBJECT: Weekly summary

Here is a summary of City of Atlantic Beach activities and initiatives of significance. Please let us know if you have any questions.

**City Manager**

- Prepared for and attended the Nov. 12 City Commission meeting.
- Met separately with the Mayor, Commissioner Anderson, and Commissioner Kelly.
- Finalized Nov. 18 workshop agenda.
- Helped prepare the Nov. 25 City Commission agenda.
- Met with Artist Gary Mack regarding future mural opportunities on Mayport Road.
- Met with Mayport Road merchants for the Nov. 15 Art and Culture Pop-Up planning.
- Reviewed the amended sign code draft and community composting options.
- Responded to various concerns and performed administrative duties.
- Met with department heads and discussed ongoing capital projects.
- Participated in the Mayport Art and Culture Pop-Up.

**Deputy City Manager/Information Technology**

- Attended Nov. 12 City Commission meeting.
- Attended Veterans Day event at Veterans Memorial Park.
- Participated in Mayport Art & Culture Pop-Up planning.
- Attended Beaches History Museum's Neptune Beach exhibit opening.
- Attended FCCMA citizen-engagement webinar.
- Discussed Public Works project plan with director and city manager.
- Utilized various communications channels to inform citizens about these matters and more: Veterans honor roll on COAB website; Beaches Go Green posters/messaging; Holiday Toy Drive; Nov. 11 Veterans Day event; Nov. 12 City Commission meeting; Nov. 16 Mayport Art & Culture Pop-Up; Nov. 21 Artist's Reception at Adele Grage Cultural Center; Jan. 17 Arbor Day celebration.
- Information Technology:
  - o Network Diagram update
  - o ABGATES virtual migration
  - o Virtual Servers upgrade (storage)
  - o PA system install Public Works
  - o Replace Shortel VOIP phone switch City Hall

## **Building**

- Issued 39 building permits.
- Conducted 25 plan reviews and 111 building inspections.
- Met with property owners, regarding grading and floodplain issues.
- Held Department meeting and discussed permitting procedures.

## **City Clerk**

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Nov. 12 Commission meeting.
- Processed, published and distributed final and amended agenda packets for the Nov. 18 Commission Workshop and the draft agenda packet for the Nov. 25 regular Commission meeting.
- Working on minutes of the Sept. 16 Commission Workshop.
- Processed paperwork for title and plate purchase for Police Department Utility Trailer.
- Finished drafting minutes of the Sept. 11 Special-Called Commission meeting.
- Administered the Oath to new Park Ranger.
- Prepared 9 board/committee appointment letters.
- Processed 8 lien letter requests.
- Attended the Holiday Employee Appreciation Luncheon Committee meeting.
- Finished processing 3 extensive public records requests.
- Reviewed job applications for the records clerk position.
- Updated agenda software to reflect new Environmental Stewardship Committee members.

## **Engineering**

- Provided presentation on Sea Level Rise to Common Grounds in Jacksonville Beach.
- Met with City of Jax Parks Department staff to request FY21 FIND grant allocation to the City.
- Prepared bid package for Begonia St. Septic-to-Sewer project.
- Met with Duval County Emergency Preparedness Division to develop an approved plan for future hurricane related street end closures.

## **Finance**

- Purchasing
  - o Processed 17 purchase orders for a total of \$11,082.69
  - o Vendor Checks: 82 for a total of \$216,824.94
- 3,165 utility bills were processed and sent
- Service Orders
  - o 170 Requested
  - o 174 Completed
- 132 payroll checks processed for a total of \$286,555.00

## **Human Resources**

- Compiled a list of employees who are veterans for the Mayor.
- Worked with employment law counsel on three employee lawsuits.
- Worked with City Clerk on three public records requests.
- Closed out a risk management issue.
- Prepared for and conducted six open enrollment meetings for 2020 employee benefits.
- Began the enrollment process for all city employees.
- Coordinate deposition dates for 17 employees.
- Health fair screening follow-up meeting to discuss results and next steps.
- Closed 2 vacancies
- In –processed new employee
- Scheduled individual meetings with employees to meet with benefits providers.
- Processed 2020 payroll schedules for regular and pension payrolls

## **Planning/Community Development**

- Report on Composting
- Status report on LEED accomplishments
- Agenda and prepare for ESC meeting
- Updated staff report after Commission meeting for the pay for parking revenue fund (Ord. # 90-19-244)
- Florida Coastal Resilience Webinar
- Meet FDOT at the Mayport Flyover regarding repaving and safety improvements
- 14 building permits reviewed
- 3 fence inspections
- 1 CO inspection
- ESC Meeting
- Updated zoning map for 590 Jasmine St
- Web-site changes
- Scanning (ongoing)
- Worked on record request for Lori
- Worked on History Spreadsheet of CDB projects since 1962
- Met with neighbor of 1848 Forsyth to follow up on hoarding case. The owner has made progress in cleaning up the yard.
- Investigated Dollar Tree on Mayport road for trash violations. The store is not properly utilizing the dumpster. Spoke with store employees about cleaning up the mess and followed with a call and letter to the corporate offices.
- Created staff report regarding basketball goals
- Compiled files and time list for Valerie to load on new webpage with 196-198 Poinsettia information
- Responded to 8 lien letter requests
- Active Cases: 73

## **Police**

- Commander Layson attended a leadership class this week.
- Commander Gualillo is in the FBI National Academy for a few more weeks.
- Staff is preparing for the Turkey Trot event.
- Staff is preparing for the Thanksgiving meal giveaway.
- Staff continues to address building maintenance issues.
- Staff continues to process the three new officers, with a start date of Dec. 2.
- Chief was a guest lecturer at UNF, using the time to recruit new employees.
- Chief participated in the Leadership Jacksonville Criminal Justice Day.
- Chief participated in the Delores Barr Weaver See the Girl event.

## **Public Utilities**

- Reviewed 10 permits, 5 inspections, performed 43 locates, and performed meter changes outs /service orders throughout city.
- Repaired water breaks on David St, Sevilla, & W. 1<sup>st</sup> St (distributed Boil Water Notices for this one).
- Repaired sewer sink hole on McAlpin Ct.
- Preparing area for new hydrant at W. 1<sup>st</sup> Street and Camelia.
- Meters being set in Coastal Oaks and Atlantic Preserve.
- Conducted interviews for Water Treatment Chief Operator and Distribution Supervisor.
- 902 Assisi getting exterior painted.
- Performed routine maintenance and cleaning on lift stations and surrounding areas.
- Performed required system testing and maintenance on waste water treatment facility & wastewater treatment facilities.
- Continued work on septic-to-sewer conversion.

## **Public Works**

- Replaced two doors in the Jordan Community Center.
- Started the remodeling of the restrooms at the Gail Baker Center.
- Built a concrete picnic table pad at the 1<sup>st</sup> street beach access.
- Took down flags at the five-way intersection.
- Watering new trees planted on Royal Palms.
- Installed new crosswalk lighted poles at Plaza and Royal Palms
- Installed new crosswalk lighted poles at Sherry and Sturdivant.
- Striped new crosswalk lines on Plaza and Royal Palms and busted out old sidewalk ramp and removed old crosswalk lines.
- Working on replacing the RXR ties in Howell Park east side.
- Russell Park manatee is being repaired
- Finished the re-coating of the Basketball courts in Donner Park and installed new backboards.
- Russell Park restrooms will open for this weekend (fingers crossed)

- Engineers are designing the Seminole Road drainage and sidewalk project to have an 8' walkway.
- Aquatic Stormwater project is being designed and engineered.
- Donner Road project is being engineered. 80% plans are being reviewed.

## **Recreation**

- Took 15 reservations for fires on the beach, park rentals and campers at Dutton Island
- Displaying the artwork of Tia Lisa Overstreet, November 4-30
- Arts in the Park 2020 Applications accepted from 36 Artists
- CARAC Meeting on December 3
- Bull Park sign is on order
- Coordinating the following events:
  - Flag Football Games, Donner Park - Saturdays
  - Senior Citizens & City Employee Luncheon, Baker Center – November 21 at Noon
  - Artist Reception, Adele Grage – November 21
  - Artisans Faire, Adele Grage – December 5
  - Tree Lighting, Town Center – December 7
  - Toy Drive, Baker Center – December 21
- Kids Yoga, Tuesday 5:30 – 6:30 pm – Adele Grage
- Meditation, Wednesdays 9:30 – 10:30 am – Adele Grage
- Senior Aerobics, Wednesdays 10:30 am – 12:30 pm – Jordan Center
- Mid-Week Market, Wednesday 3:00 – 6:00 pm – Bull Park
- Yoga, Wednesdays 5:00 pm & Thursdays 6:00 am – Adele Grage
- Taekwondo, Mondays 6-7:30 pm, Wednesdays 6-7:30 pm, Fridays 10:30 am-12pm – Baker Ctr.
- STEM Class, Fridays 1 pm-2:30 pm – Baker Center
- STEM Class, Saturdays 10:30 am-12:00 pm – Jordan Center